

**Corrections Standards Authority Instructions for the Juvenile Justice Grants  
On-line Process for Invoices and Budget/Program Modifications  
(Rev 01/2011)**

Grantees can locate the appropriate Invoice and/or Budget Modification forms for their agency on the Corrections Standards Authority's (CSA) website – Corrections Planning and Programs Division at: <http://www.cdcr.ca.gov/CSA/CP/>

The on-line Excel files are contained within each respective grant funding type (i.e. State Grants or Federal Grants) and then by grant program (i.e., Proud Parenting Program, Disproportionate Minority Contact (DMC), Juvenile Accountability Block Grants (JABG), Title II Formula Grants Program, Title V Community Prevention Grants Program, etc.).

Invoicing/modification files must be used on a local computer and not within the web browser. Therefore, files must be DOWNLOADED AND SAVED to a local computer prior to each reporting period (this will ensure the most current budget information is being used on the invoices and budget modifications). In addition, downloaded files SHOULD NOT be renamed when saved to the local computer as the on-line submittal link will be severed.

All files must use the following naming convention:

Year\_Grant\_Program\_Title-Name\_of\_County-Grantee\_Agency\_name.xls  
(example: 08-09\_JABG-Los\_Angeles-City\_of\_Covina.xls).

Grant program titles are abbreviated accordingly:

Proud Parenting Program	PPP
Disproportionate Minority Contact	DMC
Juvenile Accountability Block Grants	JABG
Title II Formula Grants Program	Title II
Title V Community Prevention Grants	Title V

The on-line invoicing process relies on Microsoft Outlook being configured on the local computer; if the computer you will be using does not have Microsoft Outlook available, please contact your assigned CSA Field Representative for technical assistance.

1. To download the invoice file (from your grant program website), click on your agency name and select "Save". Navigate to a folder on your computer where you would like to save the form and click "Save"- as stated above, DO NOT rename the file. Once saved, you must exit the web browser and work directly from the newly saved document.
2. To open the invoice file (from your local computer); click on your newly saved document. In most cases, Excel will prompt the user to Enable Macros. When this prompt appears, click "Enable Macros. (The on-line invoice forms have specific functions which require macros to be enabled. A macro is a series of commands and functions such as calculations that are stored within the document for tasks performed repeatedly. Enabling macros for this document will in no way compromise the security of the local system nor the security of the agency's network.) If the macros prompt does

not appear, contact your information technology/network department or contact your CSA Field Representative to assist in enabling the macros.

3. The user will be prompted for a password. The password is the grant award number (also known as contract number) specific to each grantee (example: 999-10).
4. Once the file is opened, the Excel workbook specific to each grantee will appear. The workbook is arranged by tabbed worksheets (located along the bottom) containing the individual period invoice forms (monthly or quarterly) and Budget/Program Modification form.

### Financial Invoice – Form CSA 201

1. As previously stated, the on-line invoice is arranged by tabbed worksheets (Invoice 1, Invoice 2, etc.) - one reporting period per worksheet.
2. The invoice fields are color-coded for easy reference. Fields shaded in green will allow data entry by grantees; fields shaded in yellow have been pre-populated by CSA and all other fields are locked (CSA staff has access to change the contents of these fields if necessary).
3. Enter line item expenditures incurred for the invoice reporting period in the section entitled “This Period” (shaded in green). Note: only dollar amounts rounded to the nearest whole dollar can be entered.  
If an amount is entered into a cell which is greater than the balance available for that line item, an Invalid Dollar Amount error message will appear and the corresponding cells in the “Balance” column will highlight in red. If the error is typographical, click “Retry” and correct the amount entered. If the expenditure amount entered is correct, click “Cancel.” The on-line invoice will not allow negative dollar amounts; therefore, a budget modification form MUST be submitted and must occur prior to submitting the invoice. (See the Budget Modification section.)
4. Fill in the green shaded sections at the bottom of the invoice for the “Person Preparing Report” and “Authorized Financial Officer,” save the document (keeping the original file name), then electronically forward the invoice file via e-mail or a local shared network to the authorized project Financial Officer for review and approval.
5. The Financial Officer must review the completed invoice and if approved, check the certification box for submission. This box must be checked prior to submission to CSA. Note: the Financial Officer is the only person authorized to submit this document to the CSA.
6. Once approved, the Financial Officer should click the button entitled “Click Here to Send This Report”- this will electronically submit the invoice to the CSA. Note: When this button is clicked, a dialogue box may appear stating a program is trying to send an e-mail on your behalf. Wait until the “YES” button is enabled (10-15 seconds), then click “YES” to send the invoice. Once the invoice is sent, a message will appear confirming the action.
7. If you are unable to electronically submit the invoice by using the “Click Here to Send This Report” button, attach the saved excel document to an email and manually email the invoice to the appropriate grants mailbox:  
Proud Parenting Grant Mailbox: [PP\\_Grants@cdcr.ca.gov](mailto:PP_Grants@cdcr.ca.gov)  
Juvenile Justice Grant Mailbox (JABG, DMC, Title II, etc): [JJ\\_Grants@cdcr.ca.gov](mailto:JJ_Grants@cdcr.ca.gov)
8. Following invoice approval by a CSA Field Representative, an updated on-line invoice workbook will then be made available on the CSA website prior to the next

reporting period. Note: All prior invoices/budget modifications will then be “locked” to editing but are viewable as historical documents.

9. For each reporting period, download the most current version of the invoice from the specific grant program website and repeat the above steps.

### Budget Modification– Form CSA 223

The Budget Modification form is located within the Excel invoice workbook under the tab entitled “Budget Mod.” When it is necessary to make budget changes, the grantee should allow sufficient time (at least 10 working days) for the modification form to be submitted/approved prior to completing the corresponding invoice, keeping within the required invoice submittal time frame (45 days following the reporting period).

1. The modification fields are color-coded for easy reference. Fields shaded in green will allow data entry by grantees; fields shaded in yellow have been pre-populated by CSA and all other fields are locked (CSA staff has access to change the contents of these fields if necessary).
2. Complete sections 6, 7 and 8 (green highlighted areas at the top right of the form). Note: In Section 8, the month and year have separate drop-down lists and must correspond to the Invoice # in Section 7. If the budget modification is to be effective for Invoice 1, grantees MUST contact a CSA Field Representative prior to submittal.
3. Fill-in the “Proposed Changes (+/-)” section- shaded in green- with the proposed budget changes (use whole dollar amounts only). Once complete, the column total in this section must equal zero. If anything other than a zero balance appears, the proposed changes will need to be corrected as the system will not allow submittal to the CSA with errors.
4. For grantees with Matching Funds: When making budget changes to the Hard Match and In-Kind Match categories, the sum of the two columns must equal zero (e.g., plus \$200 Hard Match, line item CBO Contracts and minus \$200 In-Kind Match, line item Fixed Assets; sum of columns balance to zero). If the sum of the two columns do not equal zero, the proposed changes will need to be corrected as the system will not allow submittal to the CSA with errors.
5. Complete the “Justification for Modification” section by explaining in sufficient detail why the change is needed.
6. Fill in the green shaded sections at the bottom of the modification for the “Person Preparing Report” and “Project Financial Officer”.
7. Save the document (keeping the original file name) and forward the Budget Modification to the authorized Project Financial Officer for review and approval.
8. The certification statement box MUST be checked by the Financial Officer prior to submittal to the CSA. By checking the certification statement box, the Financial Officer acknowledges and approves the proposed budget changes.
9. To submit the Budget Modification to the CSA, the Financial Officer must click the button entitled “Click to Submit.” Note: The Financial Officer is the only person authorized to submit this document to the CSA.
10. If you are unable to electronically submit the Modification by using the “Click to Submit” button, attach the saved excel document to an email and manually email the invoice to the appropriate grants mailbox:  
Proud Parenting Grant Mailbox: [PP\\_Grants@cdcr.ca.gov](mailto:PP_Grants@cdcr.ca.gov)

Juvenile Justice Grant Mailbox (JABG, DMC, Title II, etc): [JJ\\_Grants@cdcr.ca.gov](mailto:JJ_Grants@cdcr.ca.gov)

11. Once CSA staff reviews and approves the requested budget changes, a revised invoice with the new budget allocations will be placed on the web. Grantees will receive a letter from staff regarding the approved changes, along with a copy of the approved budget modification. It is necessary to receive budget modification approval prior to accessing and submitting the subsequent invoice.

9. Download and save the updated version of the Excel worksheets from the CSA website as this version will include all budget changes to date. Please refer to the Financial Invoice instructions provided above.

### Questions or Concerns?

Should you have any questions or concerns with this process, please contact your assigned Field Representative. Contact information for your assigned Field Representative is available on the Corrections Standards Authority website at: [http://www.cdcr.ca.gov/CSA/CP/Docs/CP\\_Program\\_Assignments.pdf](http://www.cdcr.ca.gov/CSA/CP/Docs/CP_Program_Assignments.pdf)